



Grievance and Appeal Policy and Procedures

St James Church Clitheroe

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Grievance and Appeal Policy and Procedures

Purpose and Scope

It is St James' Church policy to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and fairly as possible.

Informal discussions

If you have a grievance about your employment you should discuss it informally with your immediate supervisor. It is hoped that the majority of concerns will be resolved at this stage.

Procedure

Stage 1

If you feel that the matter has not been resolved through informal discussion, you should put your grievance in writing to your line manager. A response must be given within five working days in an endeavour to resolve the matter.

Where your grievance is against your line manager and you feel unable to approach him or her you should write in the first instance to the Vice Chair of the PCC. The PCC may appoint a small group or an independent person to hear your grievance.

Stage 2

If the matter is not resolved, you may raise the matter, in writing, with your manager, who must give a response within five working days, arranging to meet with you. You may be accompanied at this meeting by a fellow worker of your choice. After this meeting, the PCC will give you a decision in writing, usually within 48 hours (excluding weekends).

Stage 3

If the matter is not resolved to your satisfaction you may appeal against the decision.

Appeals

An employee who wishes to appeal against any grievance decision must do so to the named person in the organisation (Vice Chair of the PCC) within five working days. The employer, or a selected panel, will hear the appeal and decide the case as impartially as possible. So far as is practicable, the appeal panel will involve people who were not directly involved in the original grievance hearing. The appeal panel will hear the appeal independently and decide the case as impartially as possible.